

SECRET

Assistant Deputy Director (Administration -
General)
Chief, Administrative Services
Vital Materials Program

6 June 1951

1. The Advisor for Management has requested that I submit to you a status report on the vital materials program. Since this is the first report submitted to you by Administrative Services, it is necessary that I describe the conditions of the program at the time the responsibility for it was transferred to Administrative Services. These conditions were as follows:

25X1



b. There was not an established procedure in existence. There was not an inventory of vital documents available, and there was no means by which such an inventory could be obtained except by the manual method of inspecting and listing each document by review of the files.

c. A custodian for the repository had not yet been selected or obtained.

25X1



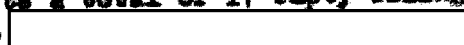
2. Since the transfer of this responsibility to Administrative Services, the following items have been accomplished:

25X1

a. 24 filing cabinets of material have been removed to



b. There exists a total of 17 empty filing cabinets for expansion of the files at



25X1

c. There is at present 27 filing cabinets filled with material and 2 empty files for expansion. The total between Center is 51 filing cabinets of material and 19 available for expansion, making a total of 70 cabinets.

25X1
25X1

SECRET

SECRET

- 2 -

d. A procedure has been written for the processing and depositing of vital documents which has been submitted to you for approval through the Advisor for Management. This procedure assumes the establishment of area records officers in each CIA activity in the departmental area, incorporates forms required for the purpose of control, and includes the use of an IBM system of controlling the documents, locating of documents, and the running off of periodic inventories of documents on hand.

e. The proposed procedure which has not yet been approved also includes deposits by area records officers and the CIA Vital Documents Officer on Friday of each week. This program has been substantially carried out.

f. In cooperation with [redacted] space has been selected into which all vital document files, including those [redacted] can be moved. The space selected will provide adequate room for expansion until the completion of the vault [redacted] for this purpose.

g. A T/O of [redacted] will be required to bring the vital documents program up to date to continue it on a current basis. These positions should be [redacted]

[redacted] This, of course, was done to you verbally on Saturday, 2 June 1951. A custodian has been tentatively selected [redacted]

3. As indicated above, there is no procedure or other means by which an exact report can be made on the present status of this program. It can only be said that all offices are now participating in this program and are regularly depositing material with the CIA Vital Materials Officer, with the exception of the following:

- a. The Director of Central Intelligence
- b. The Deputy Director of CIA
- c. The Deputy Director for Plans
- d. Medical, Procurement, and Training Offices under the Deputy Director for Administration
- e. The Office of National Estimates (National Estimates reports are being deposited through the channels of OOD)
- f. Office of Intelligence Coordination
- g. Office of Current Intelligence - OCI has not been satisfied with the [redacted] and has delayed the depositing of their material until better [redacted]

[redacted] That office has made some deposits and is prepared to make additional deposits in the next few days.

Each of the above offices has been contacted in regard to the matter and will bring their deposits up to date. (Except the Office of the Director and all Deputies)

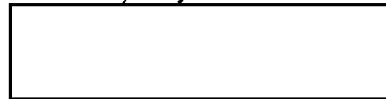
SECRET

- 3 -

With respect to most of the other offices mentioned above, although in most instances subordinate activities are depositing material, it would seem that some consideration should be given to the program by the Office of the Director and the offices of the three Deputy Directors concerned. This question is raised for policy determination as to whether these offices will participate in this program and if so, to what extent.

4. A form for the purpose of reporting the status of the vital materials program is now being developed, and it is believed that future reports can be limited to one page with very little verbal description of the status.

B1



25X1

MIM:vm

cc: chrono



Vit. Mat. Program

Advisor / mgf